

HAB Alternate Appointment Letter Language 2011-2023

2011 – Alternates were officially appointed and the appointment letters state they are to participate when the **primary cannot attend the meetings.**

2012 – Appointment letters state that alternates are appointed to participate **when the primary was absent.**

2013 – 2021 – Appointment letters state that the interests of the organization are represented by the primary **OR alternate for the purposes of voting and board activities.**

2022 – Appointment letters state the interest would be represented by the primary and **when the primary is not able to attend then the alternate would represent the interest in their stead.**

2023 – Appointment letters were the same as 2022 but language was added to **encourage alternates to attend and participate as members of the public when the primary was in attendance.**

EXAMPLE OF TEXT FROM EACH YEAR

2011 – Alternates were officially appointed and participate when the primary cannot attend the meetings.

The EM SSAB at Hanford (known locally as the Hanford Advisory Board) consists of representatives from localities affected by activities of the Department of Energy's (DOE) Office of Environmental Management and its Richland Operations Office and Office of River Protection. You are being appointed as an alternate member to represent the interests of the Confederated Tribes and Bands of the Yakama Nation. **Alternate members serve when an appointed member cannot attend meetings of the Hanford Advisory Board.** In such cases, you would provide the Confederated Tribes and Bands of the Yakama Nation an opportunity to vote on EM SSAB at Hanford decisions that would not otherwise be available.

2012 – alternates participate in the absence of the primary

I am pleased to appoint you to serve as an alternate member of the Environmental Management Site-Specific Advisory Board (EM SSAB) at Hanford¹ for a term ending on June 30, 2014. You are appointed to represent the interests of the City of West Richland in the absence of the City of West Richland's primary member on the board.

For the purposes of voting and other board activities, the interests of the City of West Richland will be represented by the primary member. However, when the primary member is unable to attend board meetings, you are authorized to act in the primary member's stead, providing the City of West Richland an opportunity to vote on EM SSAB at Hanford decisions that would not otherwise be available. Arrangements will be made for reimbursement of authorized travel and per diem expenses that you incur.

2013 - 2021 – Confirms interests will be represented by either the primary or the alternate

For the purposes of voting and other Board activities, the interests of Benton County will be represented by either the primary or the alternate member. Each organization represented on the EM SSAB at Hanford is provided with one vote. DOE committee members serve without compensation. However, should a Board meeting venue require travel, arrangements will be made for reimbursement of authorized travel and per diem expenses for either the primary or the alternate member. It is incumbent upon you and the primary member to coordinate travel and voting activity.

2022 – Language updated to provide more clarity

For the purposes of voting and other Board activities, the Confederated Tribes of the Umatilla Indian Reservation will be represented by the primary member. When the primary member is not able to attend a Board meeting, an alternate member may participate in their stead. Each organization/interest represented on the EM SSAB at Hanford is provided with one vote. DOE advisory board members serve without compensation. However, should official Board business require travel, arrangements will be made for reimbursement of authorized travel and per diem expenses for either the primary or an alternate member should they be required to participate in the primary member's stead. It is incumbent upon you and the alternate members to coordinate travel and voting activity.

2023 – Language updated to provide more clarity

For the purposes of voting and other Board activities, the Oregon Hanford Cleanup Board will be represented by the Oregon Hanford Cleanup Board primary member. When the primary member is not able to attend a Board meeting, the alternate member may participate in their stead. Alternates are encouraged to attend EM SSAB at Hanford meetings and participate as members of the public when the primary member is present. Each organization/interest represented on the EM SSAB at Hanford is provided with one vote. DOE advisory board members serve without compensation. However, should official Board business require travel, arrangements will be made for reimbursement of authorized travel and per diem expenses for either the primary or the alternate member should they be required to participate in the primary member's stead. It is incumbent upon you and the primary member to coordinate travel and voting activity.